



UNITED STATES
DEPARTMENT OF
AGRICULTURE

RURAL
DEVELOPMENT

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June 7, 2001

USDA RD Texas AN No. 548 (1901)

SUBJECT: Completion of Affirmative Fair Housing Marketing Plans (AFHMP)

TO: All Offices
USDA Rural Development, Texas

PURPOSE/INTENDED OUTCOME:

This AN is issued to notify all personnel of the revised Affirmative Fair Housing Marketing Plan (AFHMP) issued by Housing Urban Development (HUD). It is also being used to ensure the uniformity, consistency and proper utilization of the AFHMP, and to provide guidance reviewing these plans.

COMPARISON WITH PREVIOUS AN:

No other AN on this subject has been issued previously.

IMPLEMENTATION RESPONSIBILITIES:

Form 935.2 has been updated effective January 2001. Please notify borrowers/managers of your Multi-Family Housing (MFH) related projects. The form may be accessed on the web (<http://www.hudclips.org>). Click on 'forms', then click on 'HUD-9' and scroll down to the bottom of the first page and click on 'next list' to get to the second page where the fillable Form HUD-935.2 is located. USDA Rural Development employees can access the fillable form through the Texas internal web site.

It is the policy of USDA Rural Development to administer its housing program affirmatively so that all individuals of similar income levels in the housing market area will have housing choices available to them regardless of race, color, religion, sex, national origin, familial status, or disability.

EXPIRATION DATE:
May 31, 2002

FILING INSTRUCTIONS:
Following Instruction 1901-E

**USDA Rural Development is an Equal Opportunity Lender,
Provider and Employer. Complaints of discrimination should be
sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410**

Before approving an AFHMP, the following items should be checked:

Is the plan targeted to a group least likely to apply? This must be done in non-minority areas as well as areas that do have some minorities. For example, the group least likely to apply could be a particular religious group, ethnic group, single female heading a household, or very low-income families.

Also, keep in mind that for MFH complexes, persons with disabilities may be least likely to apply for projects designed for the elderly. If a complex has accessible units that are not occupied by the disabled, then the AFHMP should include at least one community contact specifically for persons with disabilities (i.e. hospital, rehabilitation center, veterans' organization). In addition, elderly housing complexes should actively market all units to the disabled, regardless of a person's age (even those units that are not fully accessible).

If the census tract number is not completed, be sure to attach a copy of the census information for the counties or cities serviced by the plan. A copy of the census is the preferred method.

The AFHMP **must** be posted whenever business is conducted. For MFH complexes, this means on/off-site rental office or manager's apartment. Additional copies may be posted in common use areas, such as laundry rooms of MFH complexes or meeting rooms. If no business is conducted onsite, then the AFHMP **must** be posted in a common use area.

The State Civil Rights manager (SCRM) is required to monitor AFHMPs and report on the findings throughout the year. Effective with the 2nd quarter of FY 2001, the SCRM is also responsible for reporting the number of AFHMPs that are found in non-compliance. When the AFHMP is reviewed during a compliance review, the acceptability of the AFHMP should be documented in Part VIII of Form RD 400-8. If it is also documented that the borrower will comply, it will be assumed that the Local Office is following up on it.

If you have any questions regarding this AN, please contact Esther Gonzalez, State Civil Rights Manager, in the State Office at (254) 774-9707.

/s/ RLP

RICHARD L. PERRYMAN
Acting State Director